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State Superintendent of Public Instruction

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OF  
EDUCATION

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Date: October 19, 2001

To: CBEDS Coordinators in CSIS Certified Districts with a non-Participating Charter School

From: Lynn Baugher, Administrator  
Educational Demographics

Subject: Transition to CSIS

This memorandum is to congratulate you and your school district or agency on successfully demonstrating that you can submit CBEDS data through the California School Information Services Program (CSIS). Your district is one of 43 districts that have been certified to submit data through CSIS. At this time your district has one or more charter schools that are not participating in CSIS, so while you will discontinue CBEDS submissions for all other schools, you will still be using CBEDS to submit data for the non-participating CSIS school(s).

As the designated CBEDS coordinator for your district, this means that we will only expect you to submit the 2001 CBEDS data for this school(s) on October 29. This submission should include the School Information Form (SIF), and the Professional Assignment Information Forms (PAIFs) for all teachers, administrators and pupil services personnel at the charter school(s). It will also be necessary to submit a County/District Information Form (CDIF) with only Section B completed, to report the number of students identified as gifted and talented. We recommend that you use the paper forms to submit this charter school data; the software is designed for a districtwide submission and may generate numerous error and warning messages if used for a single school.

Since the majority of your data submission will be through CSIS, your CSIS consortium and the CSIS office will be providing instructions and assistance for the annual Fall data submission. After the CSIS office receives your data they will send a "CBEDS-like" aggregation to our office and we will use this for all our CBEDS reporting. Our office will continue to work closely with the CSIS office to ensure a smooth transition.

We will also continue our CBEDS communication with you and your district for as long as you have one or more charter schools not participating in CSIS. If you have any questions about this memorandum or the status of your non-participating charter schools, please contact our office at (916) 327-0219.